MDS General User Guide

Login

Use your Business ID, Username and Password, to login at:

www.mapsnmc.co.uk/sitehelp.htm

Step 1

Login

Business ID:

Username:

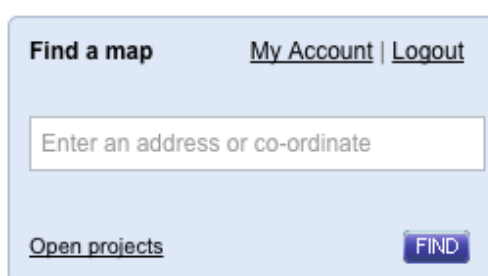Password:

Forgotten login details?   Login

Find Location

Enter an address, postcode or pair of national grid co-ordinates.
You can also open a previous project (saved location.)

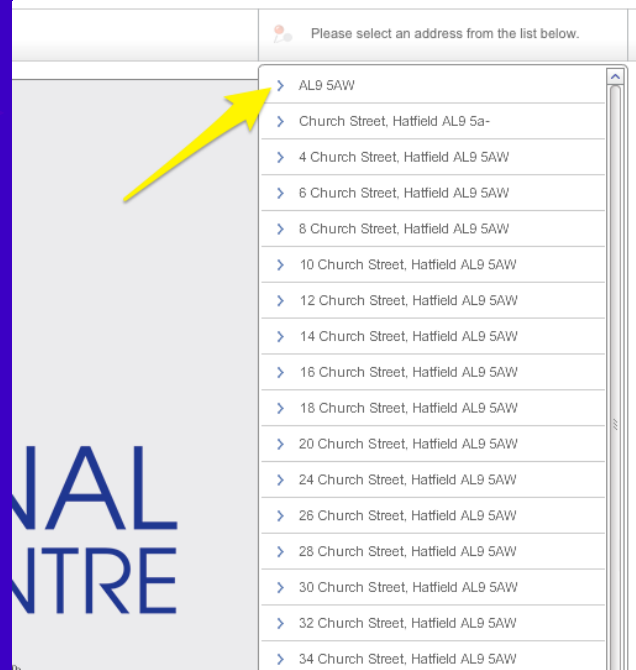Select 'FIND', this opens the **Map Screen** in a new browser window.

Step 2

Find a map   My Account | Logout

Enter an address or co-ordinate

Open projects   FIND

Confirm the location result

Select the appropriate result from the result list.

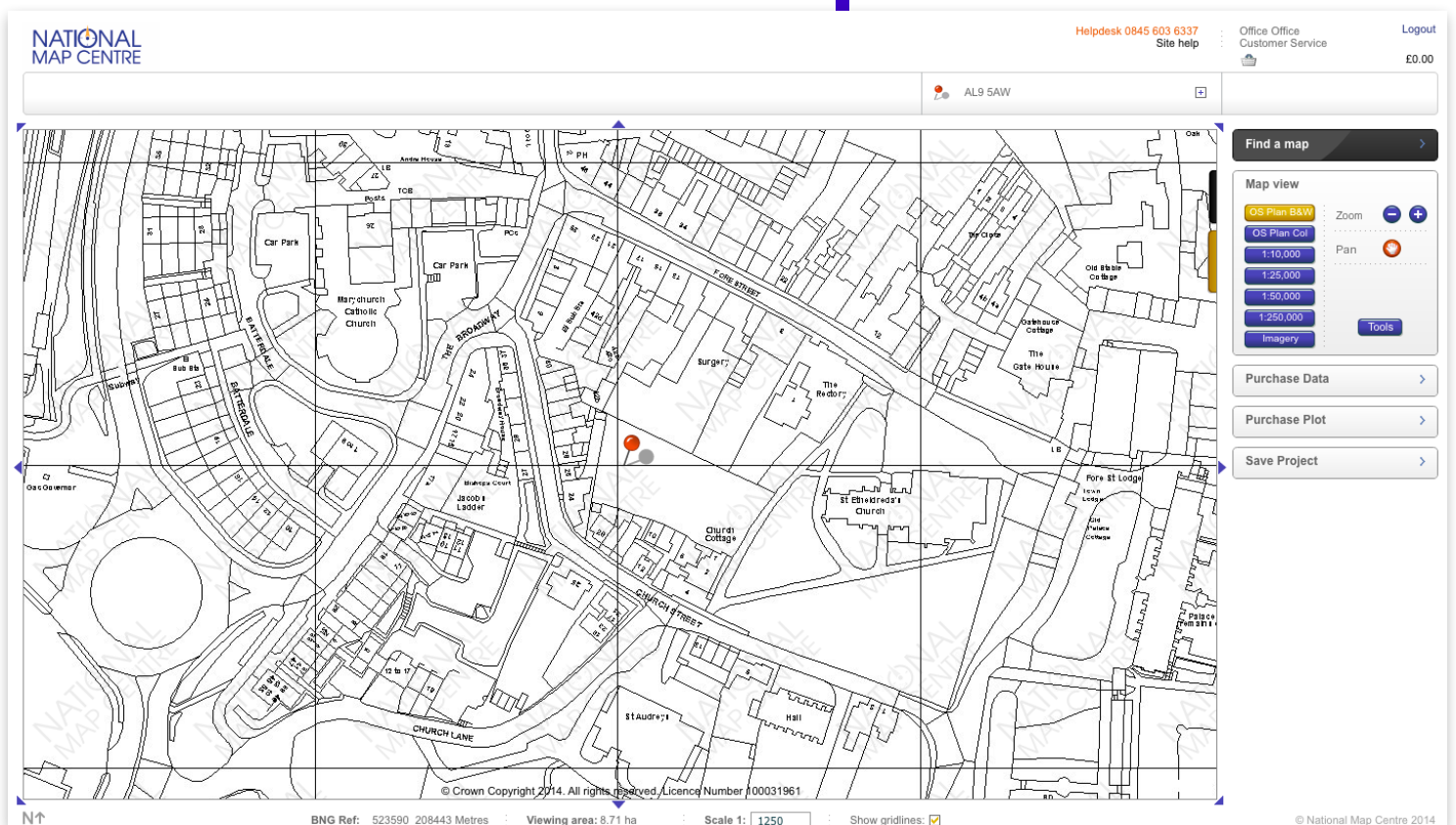This will load mapping at the scale matching the result.

The map centre is marked by a **pin icon** (that will not appear on your purchased map.)

Large Scale background mapping (1:1 > 1:2,500) has **view charges**. If you accept the view charge, you will need to provide a Project Reference to continue.

Step 3

> AL9 5AW
> Church Street, Hatfield AL9 5a-
> 4 Church Street, Hatfield AL9 5AW
> 6 Church Street, Hatfield AL9 5AW
> 8 Church Street, Hatfield AL9 5AW
> 10 Church Street, Hatfield AL9 5AW
> 12 Church Street, Hatfield AL9 5AW
> 14 Church Street, Hatfield AL9 5AW
> 16 Church Street, Hatfield AL9 5AW
> 18 Church Street, Hatfield AL9 5AW
> 20 Church Street, Hatfield AL9 5AW
> 24 Church Street, Hatfield AL9 5AW
> 26 Church Street, Hatfield AL9 5AW
> 28 Church Street, Hatfield AL9 5AW
> 30 Church Street, Hatfield AL9 5AW
> 32 Church Street, Hatfield AL9 5AW
> 34 Church Street, Hatfield AL9 5AW

Map Screen

How do I move the mapping on screen?

By default, the mouse icon is in 'pan' mode (see the icon with the hand, on the right.)

If you can not move the mapping, select the pan function.

How do I zoom in/out?

Use the zoom functions on the right.

Click and drag on screen to select an area to zoom in/out of.

Map Views are Zoom Levels, for example: 1:25,000 shows the mapping at that scale in the location on screen.
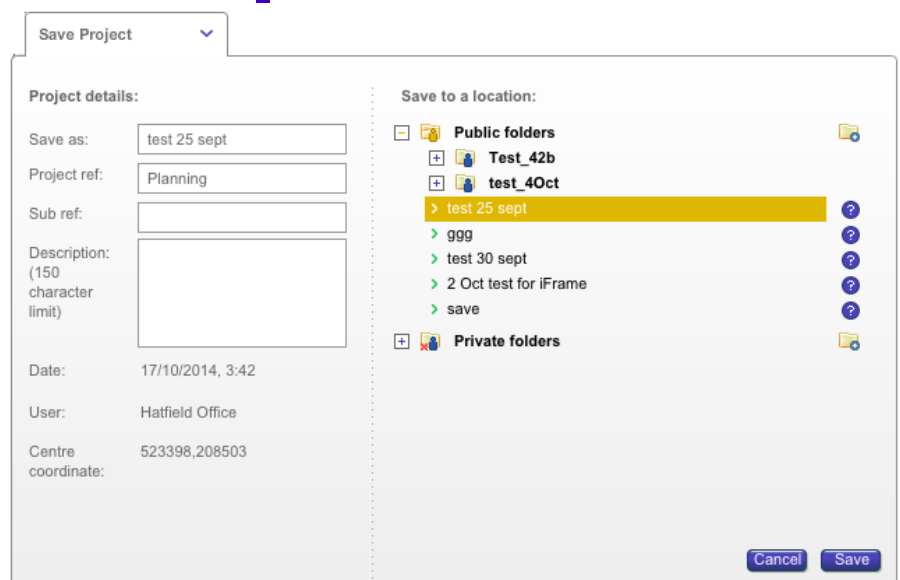
What is Save Project?

This saves the current location, at the selected scale.

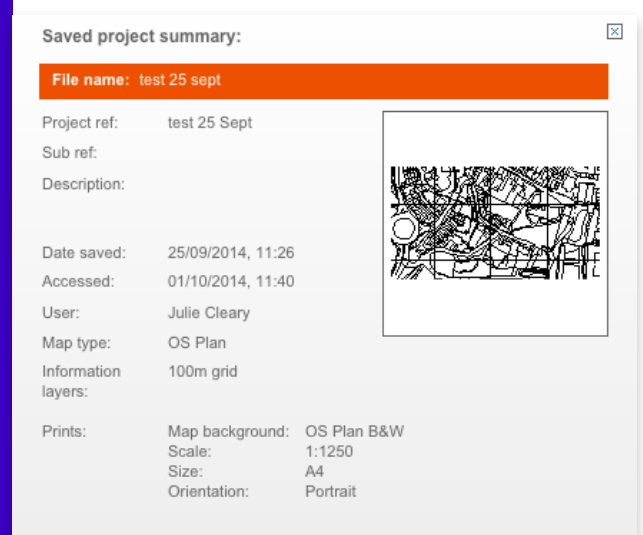This does not save plot/data export areas.

You will need to provide a Name (Filename), and a Project Reference.

These are stored in **Public** or **Private folders**;

Public allows access to *all* account users, and Private only allows access for the current user.

Tip: In these folders, use the '?' help tip symbol, next to a project name, to see a small summary.

Choose Product

Purchase Data

For data, skip ahead to the
Purchase Data section, below.

Purchase Plot

Purchase Data	>
Purchase Plot	>
Save Project	>

How to download an A4 plot

You have found your area on
screen, and chosen
Purchase Plot, next you get
the 'Print Options' panel.

Print options:

1. Select map background: OS Plan B&W
2. ☑ Add gridlines
3. Size: A4   Area: 4.00 ha
4. Orientation: ▯ ▭
5. Select scale: 1:1250
6. Format: PDF
7. ☑ Use a NMC template

You will need Adobe Reader: Get ADOBE READER

Template details:

Insert a logo: Company_Logo.png   Browse

Title: Map Title

Additional Text (350 character limit):
8. Some extra text

9. Price: £ 25.00
   VAT: £ 5.00
   Total: £ 30.00

10. Cancel   Continue

AL9 5AW

Print Options

1. Select **Map Background** (available choice is related to scale and coverage selected.)

2. Select **Add Gridlines** tick box.

3. Choose **Paper size** - A4, A3

4. Select **Orientation** - Portrait (default), Landscape

5. Select **Scale** - Availability corresponds to the background map selected.

6. Choose **Format** - PDF (default), JPG

7. Select **template** (tick box)

8. This allows you to add a **Title**, **Additional text**, and **Insert a Logo** to the map.

9. Price Summary - Excludes View Charges generated during order process.

Notes: These can be found on a per session basis, from the 'shopping basket' amount on the Map Screen (upper-right corner) by selecting the value shown.

10. Select **Continue** to proceed…

Save Project and name Download

Provide a Download Name and a Project Reference, then select **Create**.

Step 6

Download files

Step 7

This appears after a short pause, or can be selected from the tabs on the Map Screen.

Choose the arrow button next to 'Ready to download' when available. This allows you to save your file to a known location on your computer.

Download files: Status: ☒

17/11/14 17:33 - Print - Plot_A4_1250   Ready to download ⊙

All Done.

Notes: If you need to get the file again, you can also retrieve it from **My Account**
- Find the second step of the login process, in the panel is a link for 'My Account'.

How to download DXF Data

Step 5

You need to accurately find your location before selecting **Purchase Data** because you can not move the background mapping while the export selection is in progress.

When you select Purchase Data, you get the **Draw export area** panel and these options:

- Rectangle (suggested default)
- Circle
- Polygon
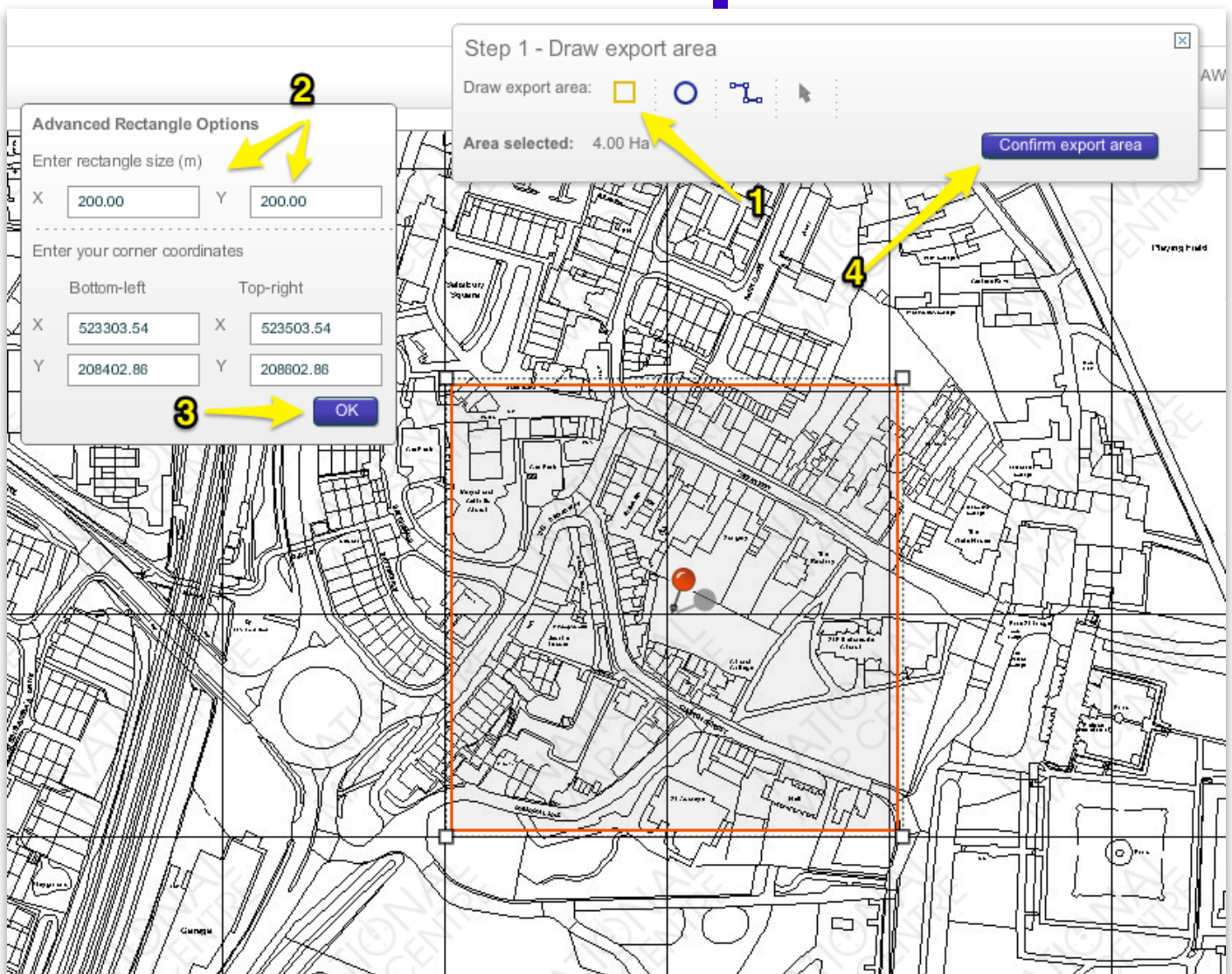
Rectangle

Click and drag to select area, can also specify exact width/height in metres, e.g. 200m x 200m (4 ha.) Can not specify centre co-ordinates, but can specify bottom-left, top-right co-ordinates if known.

Circle

Radius distance in metres, optional centre co-ordinates.

Polygon

Click and drag to select area. Additionally, there are functions to Edit, Add, or Delete polygon nodes accordingly. There is the ability to add Buffer Radius amount (metres)…but use with caution as there is no 'Undo' option for this at the moment.

Moving your Export Area

After making your export area selection, the mouse-cursor changes to the select object shape of an arrow, click and drag anywhere inside the shape to move it.

If the arrow is not shown, choose the **Select Object** arrow from the 'Draw Export area' panel.

Confirm Export Area

When you're satisfied that the export area covers what you need, choose the **Confirm export area** button on the 'Draw Export area' panel.

Select the layers and related options

If you are ordering standard DXF data, select **OS Plan 1 yr license** and choose your format (e.g. DXF or DWG)
Notes: Only choose TAB or SHP if you have software that supports those formats.

If you need a 2 year or 3 year licence instead, then choose those, but only select one as needed or you'll be charged for multiple data amounts.

Other data selections, based on your export area size, are also available.

Step 6

Step 2 - Select the layers and related options

Area selected: 4.00 Ha

Product layer		Format		Price
Ordnance Survey base mapping				
☑ OS Plan 1 yr licence	?	DXF ⌄	£	37.50
☐ OS Plan 2 yr licence	?	DWG ⌄	£	72.00
☐ OS Plan 3 yr licence	?	DWG ⌄	£	103.50
☐ 1:10 000 Scale Raster	?	TIF ⌄	£	25.00
☐ 1:25 000 Scale Raster	?	TIF ⌄	£	25.00
☐ 1:50 000 Scale Raster	?	TIF ⌄	£	25.00
☐ 1:250 000 Scale Raster	?	TIF ⌄	£	25.00

Step 3 - Confirm details and continue purchase

Export Summary

Name: Office Office		Price:	£	37.50
Company: Customer Service		VAT:	£	7.50
Project reference: 17Nov_Data		Total:	£	45.00
Sub reference:				

Cancel   Continue

Confirm details and continue purchase

At this stage, there is a **Price Summary** (excluding View Charges generated during order process.)

Notes: View Charges can be found on a per session basis, from the 'shopping basket' amount on the Map Screen (upper-right corner) by selecting the value shown.

You will need to provide a **Project Reference** name, then select **Continue** to proceed….

Step 7
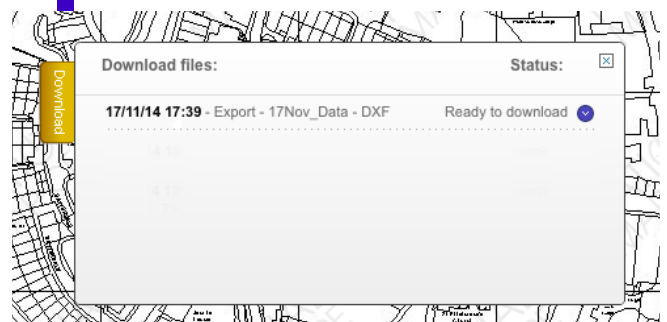
Save Project and name Download

Provide a Download Name and the specified Project Reference, then select **Create**.

Download files

This appears after a short pause, or can be selected from the tabs on the Map Screen.

Choose the arrow button next to 'Ready to download' when available. This allows you to save your file to a known location on your computer.

Step 8

Download files: Status:

17/11/14 17:39 - Export - 17Nov_Data - DXF   Ready to download ⌄

All Done.

Notes: If you need to get the file again, you can also retrieve it from **My Account** - Find the second step of the login process, in the panel is a link for 'My Account'.